



**Shri Vetaleshwar Shikshan Santha's  
LATUR COLLEGE OF PHARMACY  
HASEGAON**



**STATUTORY DECLARATION UNDER  
SECTION 4 (1) (B) OF THE RTI ACT, 2005**

**THE PARTICULARS OF THE ORGANIZATION, FUNCTIONS  
AND DUTIES**

<b>Sr. No</b>	<b>Title</b>	<b>Details</b>
1.	Name of the Organization	Shri Vetaleshwar Shikshan Sanstha's Latur College of Pharmacy Hasegaon
2.	Postal Address	Gurunathappa Bavage Knowledge City Latur College of Pharmacy Hasegaon
3.	Website	www.lcophasegaon.org.in
4.	Email	lcophasegaon2015@gmail.com
5.	Phone Number	02382-299060
6.	Fax Number	02382-268163
7.	Brief History and background	It is the Nobel thought of Hon. President Bhimashankar Gurunathappa Bavage. Shri Vetaleshwar Shiksha Sanstha (SVSS), Hasegon, is one of the premier educational institute, which not only lays foundation for a student's career, but also ensures all round development of the students. SVSS runs various courses like Polytechnic, Physiotherapy, Diploma, Degree & Post Graduation in Pharmacy, Junior science college and international English School. SVSS, Hasegaon is popular for giving quality education to the students of Marathwada region, Maharashtra. This education society was established in 1998 with the inspiration of Gurunathappa Bavage who is well known personality for helping economically backward students by providing education with concession in fees. Natural surroundings, large spread campus over 35 acres of land and 2 acres in latur city located at katpur road latur makes the Institute stand out in the drought prone area of Marathwada. The place Hasegaon is about nine kilometres form Latur and fifteen kilometres from railway station. Latur is connected to Pune-Aurangabad and Mumbai with railway lines.. The peaceful environment of Hasegaon provides a good ambience for education. LCOP, has established in the year 2015 and running D. Pharmacy, B. Pharmacy and M. Pharmacy courses.
8.	Approval and Affiliation	Approved by PCI, and affiliated to Swami Ramanand Teerth Marathwada University Nanded
9.	The founder President	Shri. Bhimashankar Gurunathappa Bavage
10.	Founder Secretary	Shri Vetaleshwar Bhimashankar Bavge
11.	Vice – President	Mrs. Jaydevi Bhimashankar Bavage
12.	Treasurer	Shri. Shivling Vajjnath Jevale
13.	Director SVSS	Dr. Shyamlila Bhimashankar Bavage
14.	The Principal	Dr. Nitin B. Lonikar

15. Aims and Objectives of the organization: We have strong belief that education alone will not make the individual and that the additional values inculcated in them through organizations skills, responsibilities, Indian culture, moral, and professional ethics are equally important.

The aims and objectives are to

- Impart quality pharmacy education and profession following ethics
- Adopt transparent procedure in admission to attract quality students and students diversity (with respect to age, sex, gender, nationality).
- Implement robust and transparent evaluation process
- Expose and give training to students which is of industrial need
- Develop organizational skills for entrepreneurship
- Increase employability
- Assist the faculty members to upgrade the knowledge and skill up to date
- Develop academic competency to survive in global competition

**16. Road Map of institute location**

Latur College of Pharmacy, Hasegaon.

<https://maps.app.goo.gl/EJX3UYqqXKWzj5NA9>

**17. Working hours of office**

For office 08.30 am to 5:15 p.m. - Monday to Saturday

Lunch Time - 12.15 pm to 1.15 pm

Sundays are holidays

Visiting hours for Public: 09:00 a.m. to 5:00 p.m. on working day.

## THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Sr. No	Name of Authority	Responsibility
1.	Chief Managing Trustee/ Managing Committee	<ul style="list-style-type: none"> <li>• Define Vision and strategies to achieve the vision</li> <li>• Coalition /teams that accept vision</li> <li>• Keep a track with policies of regulatory authorities, universities etc</li> <li>• Finance management</li> <li>• Design action plan</li> <li>• Aligning People</li> <li>• Communicate Direction by words/ deeds</li> <li>• Creating New Institute / courses</li> <li>• Preparing Master Budget and speeding the development</li> </ul>
2.	Principal	<p>Overall administration Building and improving of the quality of education and research. Encouraging team work and spirit Recruitment of teaching, technical and supporting staff Keeping liaison with regulatory and examining authorities Economic optimization of income and expenditure Carrying out admissions as per admission regulating authority of Govt. of Maharashtra</p>
3.	HODs	<p>Actively assisting the Principal Monitoring academic profile of the department Co-coordinating the teaching and learning of the subjects Ensuring timely and adequate provision of textbooks, materials, and equipment required Budgets for the requirements of the laboratories To look after repair/maintenance of equipments and instruments Conduct regular departmental meetings to monitor developmental activities Motivate faculty to publish research articles and participate in conferences /workshops/symposium Applying for research projects grants</p>
4.	Chief Examination Officer	<p>Acquire and maintain an up-to-date knowledge of the examinations circulars issued by University Plan and display to staff, parents and students, the examinations schedule Smooth conduct of internal and external exams Assign duties related to invigilation To maintain documents related to functioning of exam To strictly follow rules/regulations of the examination Prompt correspondence and rapport with University exam section</p>
5.	Training and Placement Officers	<p>Conduct employability, entrepreneurship and soft skill programs</p>

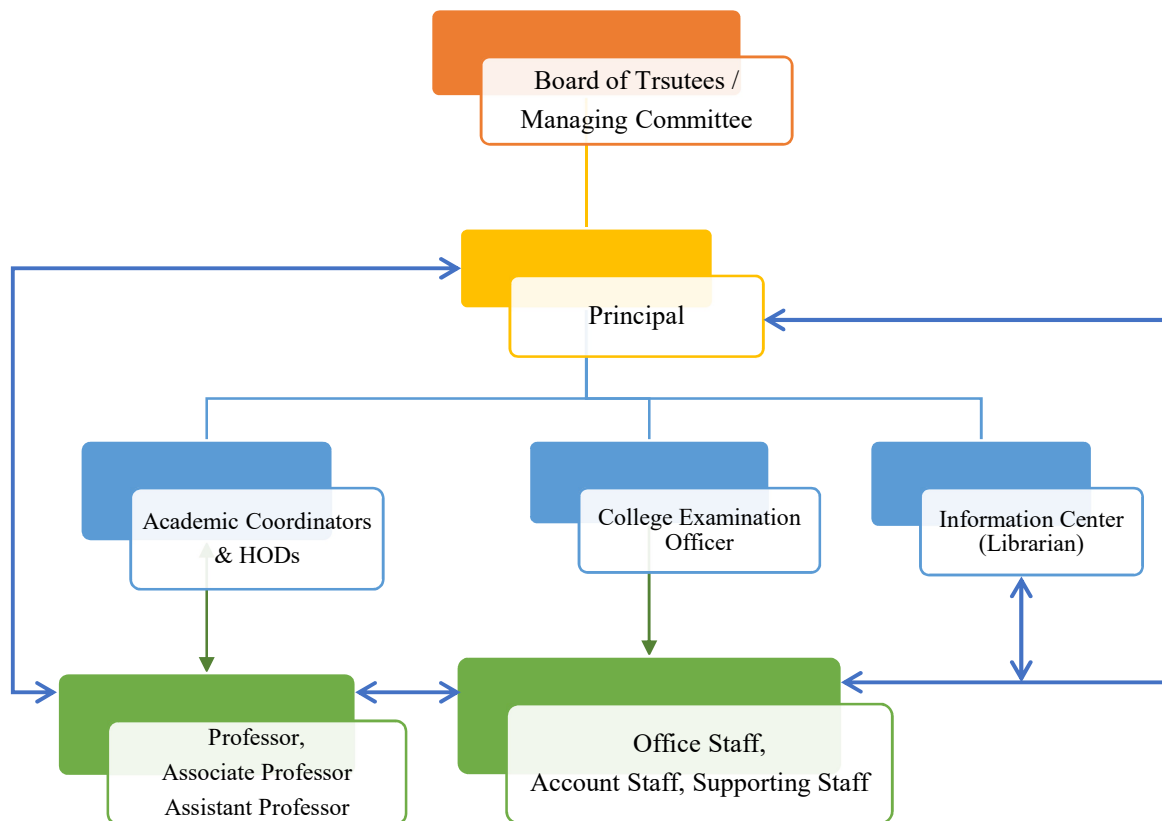
		<p>Awareness camps and programs for personality development for students</p> <p>Counsel students for education/job opportunities</p> <p>Arrange campus interviews.</p> <p>Promote Industry Institute Interaction for internships sponsored projects, placement etc.</p>
6.	Faculty	<p>Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such student counseling,</p> <p>Setting and grading test papers, arranging and conducting tests, conduct of Local/Board examinations, implementation of project for students, setting and evaluation.</p> <p>Curriculum development due to the ever expanding demand of knowledge and changing needs of the industry</p> <p>Perform the duties and responsibilities assigned by Principal and department head</p> <p>Student's activities such as an adviser to literary, sports, student progression through guardian teacher scheme Administration which may be departmental and or institutional as member/convener of committees</p>
7.	Sports In-charge	<p>Organize intra and inter college sports events for the students from time to time</p> <p>Procure and make available the sports material and equipments</p> <p>To promote good health, giving students a new way to make them fit and learn their lessons at the same time.</p> <p>Inculcate the values and importance of team spirit</p> <p>Insist them to work as a part of team to make the student competitive</p>
8.	Alumni Association Committee	<p>Constitution of committee and maintaining minutes of meeting</p> <p>Maintaining and updating alumni database</p> <p>Organizing Alumni Meet</p> <p>Continuous liaison with alumni for curriculum enrichment, activities of entrepreneurship development cell etc</p>
9.	Anti-ragging Committee	<p>Ensure compliance with the provisions of AICTE Regulations and Maharashtra prohibition of Ragging Act 1999 and Prohibition and Eradication of Ragging Act, 2016.</p> <p>Enforcement of act and its amendments as published from time to time</p> <p>To prevent the events related to ragging in campus/ off campus / hostel / any other place in the premises.</p> <p>Ensure conducts of Anti-ragging squad observing of fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to</p>

		the student/s accused of ragging and considering such other relevant information as may be required.
10.	Grievances redressal Committee	To fix the complaint box for receiving complaints from employees at some conspicuous part of the Institute building and open the said box periodically To entertain complaints made by staff members and resolve them amicably
11.	Committees for reserved category and minority	To investigate and monitor all matters relating to the safeguards provided for the said categories under this constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards. To inquire into specific complaints with respect to the deprivation of rights and safeguards of the said category To participate and advise on the planning process of socio- economic development of the said category and to evaluate the progress of their development To declare the schemes provided by Government
12.	Librarian and Library staff	To prepare and maintain accession register Classification, digital indexing and rejuvenation of books and journal Maintain question papers and university syllabus record To make new books ready for students / staff circulation To maintain record of Projects. To maintain newspaper clipping/ Maintain Computer related record in Register in E library section. To maintain Library Documentation To provide access to external library database through e- resources and Plagiarism software's
13.	Administrative Office Staff	All program admissions and its administration All students' original documents and general register record maintenance. Bonafide, leaving/ transfer certificate, fee structure and concession forms Online Student Data / Statistical information filling on AICTE, DTE, Pravesh Nyantran Samiti, PCI websites. Eligibility, Pro-rata fees collection and submission to SPPU. To maintain proceedings of Local Managing Committee, Governing Body and other statutory committees. To maintain leave record, service books and staff personal files To guide for form filling/submission of reserved and EBC students for scholarship To keep estate records and maintenance of property
14.	Accounts Clerk	To draw salary throw Pay-roll software & maintain the

		<p>file of salary  Preparation of P.F., GIS., EMBF  Calculation of Form No.16. TDS &amp; Professional Tax  To file e-TDS return  To issue salary certificate to employees as per their Requirement.  To assist Principal for optimization budgetary allocation  To maintain bank and cash books  To prepare computational balance sheet and get it audited</p>
15.	Lab Assistants	<p>To maintain job card for practical related work  To maintain breakage record of glassware  To maintain chemical &amp; glassware stock record  Calibration /validation of instrument &amp; equipment  Follow Good Laboratory Practices and Safety of hazardous chemicals.  Issue/return of the glassware to the student for practical</p>
16.	Store Keeper	<p>Purchasing procedure for lab chemicals and glassware, equipments, stationary etc  Maintaining stock registers and indents  Issuing of lab chemicals and glassware to laboratories  License renewal &amp; order of exemption for rectified spirits and bonded chemicals</p>
17.	Peon	<p>To perform cleaning work in laboratories  Cleaning of the glassware, equipment's and working platforms  To help HOD and other faculty members  To perform assigned duties as and when directed</p>
18.	<p>The committees which are required and prescribed by statutory regulating authorities, Government of Maharashtra and university are constituted to perform the functions stated in guidelines from time to time.</p>	

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

**Organization Structure:** Organizational structure is a system that consists of explicit and implicit institutional rules and policies designed to outline how various work roles and responsibilities are delegated, controlled and coordinated.



In our institution, there are 04 major departments viz. Pharmaceutics, Pharmaceutical chemistry, Pharmacognosy and Pharmacology. Head of the Department (H. O. D.) of each section is the senior most faculty in the department. Furthermore, for the smooth conduct of different curricular and co-curricular activities in the organization various internal committees are formed.



### **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

The institute strictly functions as per directives/norms/circulars/ statute issued by affiliated Swami Ramanand Teerth Marathwada Unievrstity Nanded, Maharashtra Public University Act 2016, Govt. of Maharashtra, Pharmacy Council of India (PCI). For teaching as well as non-teaching staff society norms are well defined in the appointment order. Policy decisions from management are communicated by different circulars and internal notices from time to time.

### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

- B. Pharm and M. Pharm Course Regulations prescribed by Pharmacy Council of India, New Delhi
- Faculty Norms Prescribed by Pharmacy Council of India (PCI) and Shri Vetaleshwar Shikshan Sanstha (SVSS), Hasegaon for Various Programs.
- Syllabus and Course structures prescribed by Pharmacy Council of India (PCI) from time to time
- Maharashtra Public Universities Act 2016
- LMC and GB Meetings of the institute
- Shri Vetaleshwar Shikshan Sanstha (SVSS) Hasegaon
- Director of Technical Education (DTE)

### **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

#### **DOCUMENTS MAINLY OF THE FOLLOWING TYPE ARE MAINTAINED:**

- Files related to administrative work, annual reports, budget, procurement, Rules and Regulations, circulars, notices, minutes of the meetings, seminar/workshop Attended/organized, research grants, library book register.
- Registers related to salary, muster, stock registers of consumables, semi-consumables, Furniture & fixtures, equipment's & instruments, examinations stationary issue/return, Outward/inward, student registers
- Student attendance records, evaluated answer books, laboratory records, guardian- teacher scheme records, staff and student achievements record.

**THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF**

Being educational institute, we are governed by different rules, regulations and policies set by Pharmacy Council of India, Government of Maharashtra, Swami Ramanand Teerth Marathwada University Nanded, Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 and Shri Vetaleshwar Shikshan Sanstha Hasegaon.

**A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

Institute constitutes internal committees and sub committees consisting of chair person and members for the purpose of execution of duties or on advice, as per the guidelines of statutory regulating authorities.

<b>Sr. No</b>	<b>Name of Staff</b>	<b>Designation</b>	<b>Contact No.</b>
1.	Dr. Lonikar N. B.	Principal	9422472939
2.	Dr. Bavage S. B.	CDC, GC, LMC Coordinator	9421368612
3.	Mr. Joshi D. A.	Academic Coordinator	9975646626
4.	Mr. Wasamate D. N.	Internal Research Coordinator and Alumni Coordinator	9975040405
5.	Mr. Shaikh K. U.	College Examination Officer	8788404772
6.	Mr. Deshmukh S. U.	CPCSEA & IEAC Coordinator	8805636566
7.	Miss. Lasure A. B.	Ladies Grievance Committee Coordinator	9284134148
8.	Mr. Bansode G. V.	Admissions Coordinator	7038398985
9.	Mr. Thakur P. A.	Website maintenance Coordinator	9561978440
10.	Mr. Deshmukh S. U. Mr. Wasamate D. N.	Training and Placement Officer	8805636566 9975040405
11.	Mr. Adawale B. D.	Librarian	9561220453
12.	Mr. Panchal S. S.	Accountant	9970384832
13.	Mr. Sayyed M. A.	Student Section	8975996010
14.	Mr. Bavage N. B.	Establishment	9860777105
15.	Mr. Bavage N. B.	Liaison with external bodies	9860777105

**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**

Budget required for all departmental expenditure is generated annually and periodically based on the total annual income. It is presented in the Local Management Committee (LMC) and Governing Body meeting (GB) for approval and is audited regularly.

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMS, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMS**

The students of reserved categories avail scholarship facilities as per the rules of State and Central Government. The students from economically weaker sections are availed scholarships under economically backward category (EBC) from Government of Maharashtra. The Government of Maharashtra does provide minority scholarship to minority students through Directorate of Technical Education (DTE).

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT**

Being unaided private college all programs run in the institute are of self-financing nature, hence the college does not grant any concessions, permits or authorizations.

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

All the relevant details about programs/courses offered, admission procedure, infrastructure other facilities, faculty details, NIRF data, achievements, announcements, reports, status of accreditation applicable from time to time are made available on the website [www.lcophasegaon.org.in](http://www.lcophasegaon.org.in) and is periodically updated.

Various academic activities like profile, leave application; performance appraisal etc of the teaching, non teaching staff is operated through Enterprise Resource Planning ERP System VMEdulife software where personalized login credentials are provided to each staff member and students.

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE**

The citizens can obtain information either from the website [www.lcophasegaon.org.in](http://www.lcophasegaon.org.in) or from office of Latur College of Pharmacy Hasegaon within working hours on any working day.

Library resources could be made available for public use on prior written permission from head of the institute within working hours.

**NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact Numbers</b>	<b>Email id</b>
1	Dr. Nitin B. Lonikar	Appellate Information Officer	9422472939	javaleshivling@gmail.com
2	Dr. Shyamlila B. Bavge	Information Officer	9421368612	shyamlilabavage@gmail.com
3	Mr. Sayyed Mujahid Ayyub	Assistant Information Officer	8975996010	smujahid@gmail.com

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED**

In pursuance of Section 4(1)(b)(xvii) of the Right to Information Act, 2005

NIL